Data Server Survey Form

1. Survey Date:

2. Contact Information

Name:

Office address:

Telephone:

FAX:

Email:

3. Data server name and purpose

4. Current network, hardware, and software environment

5. Planned network, hardware, and software environment

6. Major problem areas?

❑ Data not accessible	❑ Data not accurate
❑ Cost of synchronization	❑ Data not available
❑ Data incomplete	❑ Data not secure
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7.   What is the estimated cost impact of these problems, including the cost of lost opportunities?

8.   Which people, databases, and/or applications supply information to this data server?

9.   Which people, databases, and/or applications use this data server?

10. Is this data server authoritative for any information? If so, which items?

11. Is the data server network accessible? If so, how?

12. How can this data server be integrated with the NIH Enterprise Directory (NED)?

What information can this data server provide to the NIH Enterprise Directory (NED)? Please complete the following table:

Description	Present in this DB? (Y/N)	Estimated % records with this information
Name		
Alias names (e.g. maiden name)		
Nicknames		
Gender		
SSN		
Date of Birth		
Place of Birth		
Citizenship		
Local home address		
Local home phone/FAX/mobile/pager		
Emergency contact name & phone		
Home email address		
Organizational affiliation		
Sponsoring Administrative Office		
Organizational title		

Description	Present in this DB? (Y/N)	Estimated % records with this information
Work office address		
Work phone/FAX/mobile/pager		
Work email address		
Other Individual Identifying Information		
Other Locator/Contact Information		
Other Organizational Information		

What information is used as the primary key/distinguished name for identifying records/entries that describe **people** in this data server (e.g. SSN, locally generated ID number, email address, login name, etc.)?

What information is used as the primary key/distinguished name for identifying records/entries that describe **organizational units** in this data server (e.g. DHHS Standard Administration Code (SAC), organizational acronym, etc.)?

What information is used as the primary key/distinguished name for identifying records/entries that describe **work locations** in this data server (e.g. building abbreviations, building names, etc.)?

What information can this data server obtain from NED?

Will new records be created in this data server: by your applications, by NED, or by both?

Can this data server be modified to collect and store the 10-digit NIH UID?

If so, will newly created records always include the 10-digit NIH UID?

Will this data server look up data from NED on-the-fly, or will it store its own copy?

If this data server stores its own copy, how frequently will it require update?

Does this data server need to update data in NED? If so, how frequently?

How will records be deleted/deactivated from this data server: by your applications, by NED, or by both?

How can this data server communicate with NED?

Can the NED replace some of the functions performed by this data server?

What are the potential savings that could result from integration with NED?

13. Describe the structure of the data on this server. Provide data dictionary or schema if available.

Column/Field/Attribute name:

Description:

Format:

Key (Y/N):

Source(s):

Authoritative?

Required?

Accessibility:

Application(s) that manage:

Number of records/objects:

14. Example records from this data server

15. Availability

What are the availability requirements of this data server (e.g. 5x8, 7x24)?

What measures are taken to provide this level of availability (e.g. replication, use of fault-tolerant hardware/software, hot or warm spares, disaster recovery plans)?

16. Data integrity

How and how often is this data server backed up?

Describe procedures used to insure the quality (accuracy, format, consistency) of the data stored in the data server.

17. Security

Describe any physical or software security systems used to protect the data.

How is the identity of the users and applications that access or modify the data server authenticated?

Does this data server contain any sensitive or confidential information? Is any information covered by the Privacy Act? If so, what is the number of the Privacy Act clearance?

How is access to sensitive or confidential information controlled?

18.   Business process

Who updates the data stored in the data server? How many FTEs are required?

How often is data updated?

What tool or software is used to update the data server? What is the cost (dollars and FTE) of maintaining and operating this software?

In relation to the data described above, describe the business processes used for creating, updating, and deleting a record and/or a field.

Please provide references to or copies of documentation and/or forms associated with this data server.